



# LAUREN MCKEAN

## PRODUCTION COORDINATOR

### CONTACT

---

#### PHONE

(503) 575-8482

#### EMAIL

Laurentmckean@gmail.com

#### ADDRESS

Atlanta, GA / Boise, ID

### SKILLS

---

- Google Suite
- Adobe Sign
- Budgeting & Software  
(ie PSL/DPO/CASHet)
- Social Media  
Management (Planoly &  
Hootesuite)
- Social Media Platforms  
(FB/IG/TikTok/etc)
- Logistical Coordination
- Vendor Relations
- Team Management

### ABOUT ME

---

Organized, Upbeat, Self-Motivated my goal is to be an asset to the team I work with in order to ensure projects are completed on time and on budget. I put people first and have a passion for eliminating waste both in regards to time and resources.

### WORK EXPERIENCE

---

#### Production Coordinator

##### *Travis Matthew + Chris Pratt (SM Commercials)*

- Hired & Oversaw vendors from pre-production through production
- Oversaw setup and day to day operations while shooting
- Coordinated logistics between client, crew, vendors, etc to ensure a smooth shoot
- Oversaw curation of important documents for the wrapbook including start work, finances, PR's, etc.
- Setup talent & client spaces to maximize comfort for the shoot

#### Production Coordinator

##### *Whole Body Prayer (Feature)*

#### Production Coordinator

##### *Here Awhile (Feature)*

#### Production Coordinator

##### *Wattpad + The Last She (SM Commercials)*

#### Assistant Production Coordinator

##### *New Creatives S1 & S2 (SM Series)*

### COMPANIES

---

- Fortem Films (2020-2021) - Producer + Social Media Manager
- Bright Minds (2017-2020) - Branding Manager
- 100Seven (2015-2016) - Assist. Production Manager + Social Media Coordinator
- Center for Creative Media (2012-2013) - Assist. Production Manager + Associate Producer